**JOSE TRISTAN MITO REYES**

**OBJECTIVES:** To be able to share and apply my knowledge, experiences, and skills and to be a part in uplifting the company’s success.

To handle a position with great cooperation and team work within a company that will enhance my skills and knowledge and will provide me continuous professional growth and development.

**EMPLOYMENT HISTORY:**

* Prints Biometrics Reports daily for payroll purposes
* Prepares weekly and monthly payroll through Payroll System
* Prepares liquidation Report for Petty Cash Replenishment
* Verifies all attachments of liquidation/reimbursement before forwarding to the Head Office
* Checks completeness of Pre-Employment requirements of applicants and assists for initial interview
* Updates list of manpower and submits to the Head office
* Collects incident reports and prepares memorandum foe employees with coordination to concern parties and to the HR Department
* Liaises between employer and employees and propose strategies on how to strengthen and improve their relationship
* Responsible on document handling and all documentation at site office
* Controls project documentation
* Coordinates with the Head Office regarding reports and other concerns of the project

February 2014- Present

**ADMIN OFFICER**

Philippines

* Responsible on PROCORE Navigation but limited to:
* Scan, upload and download documents from
* Submittal Tab:
* Cash request and Check Request
* Summary of Expenses
* Billing of Sub-Contractor
* Accomplishment Report
* Weekly Warehouse Inventory
* Payroll and Biometric

February 2015-June 2015

**PROCORE OPERATOR**

Tokwing Construction Corporation

Sta. Rita, Pampanga (Project)

Philippines

* Monitor attendance and punctuality of all project site employees.
* Facilitates and monitor filed leaves of project site employees.
* Attends to the disciplinary process of project site employees.
* Attends to the grievance procedure of project site employees.
* Performs all other resource functions assigned to him or her at the project site.
* Performs customer service functions by answering employee requests and questions.
* Submits the online investigation requests and assists with new employee background checks.
* Conducts audits of payroll, benefits or other HR programs and recommends corrective action.
* Assists with the preparation of the performance review process.

August 2014-January 2015

**HR-COORDINATOR**

Tokwing Construction Corporation

Sta. Rita, Pampanga (Project)

* Compiles employees' time and production records, using calculator or computer: Reviews timesheets, work charts, and timecards for completeness.
* Computes total time worked by employees, using calculator or computer, posts time worked to master timesheet, and routes timesheet to payroll department.
* May pay employees.
* Calculate time worked and units produced by piece-work or bonus work employees, using calculator or computer, and be designated Time Checker or Work Checker.
* Locate workers on jobs at various times to verify attendance of workers listed on daily spot sheet and be designated Spotter.
* Interview employees to discuss hours worked and pay adjustments to be made and be designated Pay Agent.

January 2014-August 2014

**TIME KEEPER**

Tokwing Construction Corporation

Sta. Rita, Pampanga (Project)

* Manage all communication for purchase orders with vendors and analyze all communication for same and resolve all purchase issues and coordinate with accounts payable department to process all invoices.
* Analyze all vendor invoices and evaluate it with all quantity received and manage inventory of all items and recommend elimination of all out of stocks and develop all purchase orders and assign appropriate purchase order for same.
* Monitor all rates of production on everyday basis and coordinate with supplier and production unit to introduce new projects and ensure achieve of all support service objectives to facilitate sales and develop appropriate sourcing strategy.

July 2011- August 2011

**PURCHASING ASSISTANT/ MATERIALS-IN-CHARGE**

Cavite Ideal International Construction and Development Corporation

Southern Project Site, Brookes Point, Palawan

Philippines

* Our affiliate in sending and receiving e-mails concerning shipments and invoices.
* Receiving internal and international calls, making internal and external memos both sending faxes and filling.
* Preparing report concerning the monthly sales of the company.
* Attending a monthly meeting for our department discussing achievements.
* Managing the initial steps for new site of service station lubes stores.
* Making and monitoring the orders of the company’s uniform.
* Encode outgoing and incoming diesel/lube delivery.

November 2008- June 2011

**Lube Store Keeper/Warehouse man**

Cavite Ideal International Construction and Development Corporation

Southern Project Site, Brookes Point, Palawan

Philippines

* Assist with the setup and breakdown of banquets. This is to include, but not limited to, set up and breakdown of facilities; laying table cloths, setting tables with china, serving and cleaning up after each function.
* May be called upon to assist in other areas of dining services as needed.
* Performs any other related duties as may be required.

November 2006- November 2007

**BANQUET SERVER**

Makati Shangri-la Hotel

Philippines

**EDUCATIONAL ATTAINMENT:**

**TERTIARY:**

 Associate in Electronics Communication Engineering

 Wesleyan University Philippines

 3rd Year 2001- 2004

**SECONDARY:**

 St Paul School 1997-2001

**PRIMARY:**

 Sto. Cristo East Elementary School 1991-1997

 **Job Seeker First Name / CV No: 1800180**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

